



**City of Nashua**  
Central Purchasing  
229 Main Street  
Nashua NH 03060

March 10, 2015

**REQUEST FOR PROPOSALS**

**Lead Paint Inspection, Risk Assessment and Clearance Services  
RFP0018-033115**

The City of Nashua, New Hampshire, Community Development Division is soliciting proposals from firms, or individuals to provide combination lead paint inspections, risk assessments and clearance examinations for the Nashua Lead Paint & Healthy Homes Program (LP & HH).

**INSTRUCTIONS TO VENDORS:**

All proposals must be submitted in duplicate with two (2) printed copies and one (1) electronic copy (cd) of the same pages, in a sealed envelope(s) or package(s) clearly marked "Lead Paint Inspection, Risk Assessment, & Clearance Services". Proposals must be submitted **no later than 3:00 PM, Tuesday, March 31, 2015** c/o Central Purchasing, City Hall, 229 Main Street, Lower Level, Nashua, NH 03060. Proposals must be submitted in the format provided and address the items specified in the proposal specifications.

Complete specifications and related documentation is available on our web site, [www.nashuanh.gov](http://www.nashuanh.gov), under Citizen Favorites, Current Bid Opportunities, and document **RFP0018-033115**. Names of those responding will be posted on the web site, under Bid Results, within twenty-four (24) hours of opening.

Delivery of the proposals shall be at the Vendor's expense. The time of receipt shall be considered when a Bid has been officially documented by the Department, in accordance with its established policies, as having been received at the location designated above. The City of Nashua accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the Vendor's responsibility.

Postmarks or other timestamps will **not** be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

All proposals are binding for ninety (90) days following the deadline for submission of proposals, or until the effective date of any resulting contract, whichever is later.

The City of Nashua may reject any or all of the proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful participant against the City of Nashua. The City of Nashua will reject the proposal of any proposer who is debarred by the U.S. Department of Housing and Urban Development (HUD), and reserves the right to reject the proposal of any proposer who has previously failed to perform any contract properly for any purchaser, or to complete on time, contracts of a similar nature, who is not in the position to perform the contract, or who has neglected the payment of bills or otherwise disregarded its obligations to clients, purchasers, subcontractors, material men, or employees.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the City of Nashua. This request for proposals is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited

Certificates of Liability and Workmen's Compensation Insurance must be filed by the successful contractor prior to commencement of work. **The City of Nashua must be named as an additional insured.** Liability limits are as follows:

- General Liability: \$1,000,000 per Occurrence \$2,000,000 Aggregate
- Motor Vehicle Liability: \$1,000,000 Combined Single Limit  
**\*Coverage must include all owned, non-owned and hired vehicles.**
- Workers' Compensation Coverage according to Statute of the State of New Hampshire:  
\$100,000 / \$500,000 / \$1,000,000  
(Sole Proprietors **not** subject to Workers' Compensation requirements)
- Professional Liability: \$1,000,000; including occurrence based errors and omissions covering lead inspection and consulting activities.

A sample of the City's contract is provided (document RFP0018-033115 SAMPLE CONTRACT) Final terms and conditions will be negotiated between the City and the selected finalist(s) prior to the time of award. This contract will be grant funded through the City of Nashua's Lead-Based Paint Hazard Control & Healthy Homes Grant and subject to all applicable terms and conditions.

The contract term will be approximately 34 months and shall not extend beyond November 30, 2017.

Costs shall remain fixed over the term of the contract

The following is the solicitation schedule for this procurement:

	Date	Time
Deadline for visits or questions to be submitted in writing *	Thursday March 19, 2015	3:00 PM
Answers/clarifications posted	Tuesday March 24, 2015	3:00 PM
Bid Due	Tuesday March 31, 2015	3:00 PM Purchasing Department
Award Date	TBD	TBD

\*All inquiries concerning this RFP including, but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be **submitted in writing**, citing the RFP title, RFP number, Page, Section, and Paragraph and submitted to the following RFP Solicitation Coordinator:

Carrie Johnson Schena  
Urban Programs Manager  
[Schenac@nashuanh.gov](mailto:Schenac@nashuanh.gov)

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be received by the City's RFP Solicitation Coordinator (noted on previous page) **no later than Thursday March 19, 2015 at 3:00 PM**. Inquiries received later than this date shall not be considered properly submitted. The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this IFB. Answers to vendor submitted questions and other addenda will be posted under document **RFP0018-033115** on the City of Nashua website; [www.nashuanh.gov](http://www.nashuanh.gov) under Citizen Favorites, Current Bid Opportunities no later than **Tuesday, March 24, 2015, at 3:00 PM**.

The City of Nashua reserves the right to discontinue the selection process at any time. All contracts and awards are subject to funding approval. There will be no reimbursement to any candidate if selection is terminated.

The City is exempt of all taxes. All firms must comply with all applicable Equal Employment Opportunity laws and regulations.

Proposals from small, woman-owned and minority business enterprises are encouraged. Any MBE/WBE entity should state such status specifically.

Pursuant to NRO 5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a (supplier) contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

As noted above, please contact Carrie Schena, Urban Programs Manager, via email at [schenac@nashuanh.gov](mailto:schenac@nashuanh.gov) with questions relating to this Request for Proposals.

Respectfully,

*Mary Sanchez, CPPB*

Mary Sanchez, CPPB  
Purchasing Agent II  
City of Nashua

**RFP0018-033115**  
**Lead Paint Inspection, Risk Assessment & Clearance Services**

**Introduction:**

The U.S. Department of Housing and Urban Development (HUD), through the Office of Healthy Homes and Lead Hazard Control, awarded a \$3.4 million Lead-Based Paint Hazard and Healthy Homes Control Grant to the City of Nashua, NH. Benchmarks include performing inspections in approximately 180 eligible housing units. The Lead Paint & Healthy Homes Program (LP & HH) hereby solicits and requests proposals from firms, or individuals to provide combination lead paint inspections/risk assessments and clearance examinations. The purpose of this RFP is to solicit meaningful proposals so that the LP & HH Program may select from among a range of proposals; More than one contract may be executed to best meet the needs and requirements of the Program. If more than one contract is awarded, the number of inspections per contract would be less than 180 units.

Proposals must address all requirements listed. All terms and conditions are an integral part of the RFP. Any failures or exceptions taken to any part of the RFP may constitute ground for rejection of proposal. The City of Nashua may reject any or all of the proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City.

The City of Nashua will reject the proposal of any proposer who is debarred by the U.S. Department of Housing and Urban Development (HUD), and reserves the right to reject the proposal of any proposer who has previously failed to perform any contract properly for any purchaser, or to complete on time, contracts of a similar nature, who is not in the position to perform the contract, or who has neglected the payment of bills or otherwise disregarded its obligations to clients, purchasers, subcontractors, material men, or employees.

Proposals from small, woman-owned and minority business enterprises are encouraged. Any MBE/WBE entity should state such status specifically.

**SCOPE OF WORK**

**1. General Requirements**

- 1.1 Inspections, testing and sampling shall comply with all applicable federal, state and local laws, rules, regulations and guidelines. Some of these include: OSHA 29 CFR 1926, Construction Industry Standards; 24 CFR Part 35, U.S. Department of Housing and Urban Development's Lead-Based Paint Poisoning Prevention in Certain Residential Structures; 40 CFR Part 745, Environmental Protection Agency's Lead Hazard Standards Rule; and the New Hampshire Code of Administrative Rules, Chapter He-P 1600. In situations where the regulations differ, whichever is the more stringent shall be followed.
- 1.2 **Trained and Certified Professionals**  
All activities must be conducted by persons qualified and licensed to perform the activities according to applicable federal, state and local requirements.
- 1.3 **Laboratory Analysis**  
All laboratory analysis must be performed by an EPA accredited laboratory
- 1.4 **Test Results**  
Lead paint inspection and risk assessment reports must be provided to the LP & HH Program **electronically** within five (5) business days following completion. All test results must be provided to the property owner, in writing, within 15 days of completing the paint testing in accordance with 24 CFR, Part 35. A Statement regarding the property owner's responsibility of disclosure must be included in the report.

## 1.5 Insurance

Certificates of Liability and Workmen's Compensation Insurance must be filed by the successful contractor prior to commencement of work. **The City of Nashua must be named as an additional insured.**

Liability limits are as follows:

- General Liability: \$1,000,000 per Occurrence \$2,000,000 Aggregate
- Motor Vehicle Liability: \$1,000,000 Combined Single Limit  
**\*Coverage must include all owned, non-owned and hired vehicles.**
- Workers' Compensation Coverage according to Statute of the State of New Hampshire:  
\$100,000 / \$500,000 / \$1,000,000  
(Sole Proprietors **not** subject to Workers' Compensation requirements)
- Professional Liability: \$1,000,000; including occurrence based errors and omissions covering lead inspection and consulting activities.

## 1.6 Submittals

Copies of Risk Assessor and NH Radioactive Materials Licenses

## 1.7 Payment

Payments will be processed following completed services as approved by the LP & HH Program and made in accordance with the City's payment schedule. The City issues payments at least twice a month.

**Notes:** This contract will be grant funded through the City of Nashua's Lead-Based Paint Hazard Control & Healthy Homes Grant and subject to all applicable terms and conditions.

The contract term will be approximately 34 months and shall not extend beyond November 30, 2017.

Costs shall remain fixed over the term of the contract

## 2. Evaluation & Clearance Requirements

- 2.1 A New Hampshire licensed risk assessor shall perform a combination lead-based paint inspection/risk assessment using an XRF analyzer, of all interior and exterior coated components and surfaces in compliance with all applicable local, state and federal rules and guidelines. The risk assessment shall include taking soil samples as required. If the soil is not accessible at the time of initial assessment, samples shall be taken at a later date at no additional cost to the Program. Reports must be provided to the Program **electronically** within five (5) calendar days of completion of on-site inspections. Next day analysis for dust wipes taken as part of risk assessment is not necessary, however results must be provided with the report. Total cost for a combined lead paint inspection/risk assessment shall be per unit and include common area testing.
- 2.2 The Risk Assessor shall conduct a "One Touch" screening for each occupied unit, using the approved One Touch form provided by the City. It is estimated this screening will add no more than an additional ten minutes per unit. Results of the One Touch screening will be entered into the state-wide One Touch electronic referral system, with a hard copy provided to the City. Entering the information into the referral system is estimated to take approximately 5-10 minutes per unit.

- 2.3 A New Hampshire licensed risk assessor shall perform clearance examinations, following the completion of all required lead hazard reduction, in compliance with all applicable local, state and federal rules and guidelines. Clearance fees shall be separated between a first-time clearance and clearance after failures and include the cost to collect dust-wipe clearance samples. Contractors will be instructed to prepare common areas for clearance at the time of a unit clearance to reduce the number of visits required by the Risk Assessor. "Next Day" analysis is required for dust wipe samples taken at the first clearance visit.
- 2.4 Clearances – After Failure  
Clearance inspections after a failed visual inspection or failed dust-wipe samples must be given priority and be performed within 24 hours of notification of such failure. "Same Day" analysis is required for dust wipe samples after a failed visual clearance and/or failed dust wipe samples. Provide copies of laboratory reports to LP & HH Program.
- 2.5 LP & HH Program staff must be notified of all inspections in order to attend.
- 2.6 A site visit fee may be billed with prior LP & HH Program approval for unusual circumstances. Examples include, but are not limited to, client failure to make property accessible, visual clearance of soil remediation, failure of contractor to prepare common areas for clearance at time of a unit clearance, etc. This fee shall not exceed 50% of the inspection/risk assessment or clearance fee, whichever is lower.

## INSTRUCTION TO PROPOSERS

### 1. Proposal Preparation and Submission:

Proposals must address all requirements listed. All terms and conditions are an integral part of the RFP. Any failures or exceptions taken to any part of the RFP may constitute ground for rejection of proposal. The City of Nashua may reject any or all of the proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City.

The City of Nashua will reject the proposal of any proposer who is debarred by the U.S. Department of Housing and Urban Development (HUD), and reserves the right to reject the proposal of any proposer who has previously failed to perform any contract properly for any purchaser, or to complete on time, contracts of a similar nature, who is not in the position to perform the contract, or who has neglected the payment of bills or otherwise disregarded its obligations to clients, purchasers, subcontractors, material men, or employees.

**Two (2) printed copies and one electronic copy** shall be delivered to the City of Nashua Purchasing Department by the submission deadline date. Proposals must be in a sealed envelope plainly marked "**Lead Paint Inspection, Risk Assessment & Clearance Services**" and must be received at the address below prior to **3:00 pm on Tuesday, March 31, 2015**. Late proposals will not be accepted. It is the sole responsibility of the submitter to ensure that their proposal is received on time by:

City of Nashua, Central Purchasing Department  
229 Main Street, Lower Level  
Nashua, NH 03060

Questions related to this RFP must be submitted in writing to:

Carrie Johnson Schena  
Urban Programs Manager  
[Schenac@nashuanh.gov](mailto:Schenac@nashuanh.gov)



## **2. Proposal Format:**

- 2.1 The name of the proposer, the location of the proposer's principal place of business;
- 2.2 Number of years in business, range of staff size and workload of the last year;
- 2.3 The abilities, qualifications, certifications, and experience of all "key" personnel whom would be assigned to provide the work;
- 2.4 A listing of other contracts under which services similar in scope, size, and/or discipline to the required services were performed over the last three years;
- 2.5 A plan giving as much detail as is practical explaining, how the requirements will be accomplished and how the work will be performed;
- 2.6 A listing and similar detail on any proposed subcontractor or consultant. If proposing as a joint venture, please itemize the projects previously completed together;
- 2.7 Other relevant information at proposer's option. This may include management techniques, cost control methods and experience, cost estimating track record, and schedule compliance;
- 2.8 Evidence of the types and levels of insurance carried by proposer; Professional Liability insurance is required;
- 2.9 Evidence of applicable licensure, including State of NH Risk Assessor license and NH Radioactive Materials Licenses;
- 2.10 Pricing Sheet (Page 8 of this document)

## **3. Vendor Selection:**

In addition to other factors, the proposals will be evaluated on the basis of advantages and disadvantages to LP & HH Program that might result from the award of more than one contract. LP & HH Program reserves the right to make a contract award based solely upon the proposals, or to negotiate further with one or more vendors. The vendor selected for the award will be chosen on the basis of greatest benefit to LP & HH Program, and not necessarily on the basis of lowest pricing. LP & HH Program will rate the firms according to their qualifications as determined by LP & HH Program in accordance with the criteria herein. LP & HH Program may award based on proposals received or meet with offertory who submit proposals that have a reasonable chance of being selected for award to more clearly identify their capabilities to perform the work, and then be placed in rank order. LP & HH Program will then meet with the highest ranked firm(s) to negotiate a contract.

**4. Evaluation Criteria:** In the selection process, consideration will be given to value for money and service offerings. A contract will be awarded for the proposal that is most advantageous to the LP & HH Program, based on the following factors:

- Demonstrated experience in performing work and/or services as identified in Section 2; (25%)
- Evidence of the proposer's ability to perform the services, as indicated by profiles of the principals' and staffs' professional and technical competence; (25%)
- Understanding the required scope of services as identified in Section 2 (25%)
- Demonstrated knowledge of Federal, State, and local code and regulation relative to the work; (10%)
- Rates or pricing for the services defined; (10%)
- General response to the invitation (5%)

**5. Agreement Terms & Conditions:** All terms and conditions noted in Section 800 of the City of Nashua Purchasing Manual shall apply. Information is available on the Nashua web site.

**6. Pricing:** This section (Page 8 of this document) must be completed and submitted with proposal response. LP & HH Program will evaluate the proposals, in part, based on the pricing provided, herein.

**PRICING FOR  
RFP0018-033115  
LEAD PAINT INSPECTION, RISK ASSESSMENT & CLEARANCE SERVICES**

<b>Service Description</b>	<b>Unit</b>	<b>Cost</b>
Combined Lead Paint Inspection & Risk Assessment	Per unit	\$
Risk Assessment Dust Wipe Samples / Soil Per Sample	Per sample	\$ / \$
Preliminary Clearance Inspection (to verify removal of components and/or surface coating)	Per unit	\$
Final Clearance Inspection (after completion of lead hazard reduction work)	Per unit	\$
"Next Day" dust wipes taken at Final Clearance Inspection	Per wipe	\$
Subsequent clearance Inspections following failure(s) (will be back-charged to contractor)	Per unit	\$
"Same Day" Dust Wipe Samples taken after a failure (will be back-charged to contractor)	Per sample	\$
Site fee for visits not listed above, i.e. unable to access property, soil clearance, etc (requires advance Program approval to be eligible for billing)	Per visit	\$

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of person authorized to submit proposal (please print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date